

20 SEP 1974

MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 20 September 1974:

a. Field Collection Reporting Procedures.
Prepared a proposed Book Dispatch for coordination and release by the SSA/DDA to remind Stations and Bases of the importance of following established procedures for reporting collections received on behalf of the Credit Union, VIP, etc. in order to expedite proper handling of such collections at Headquarters.

b. Invoice Payment Procedures. Messrs. [] and [] met with Office of Logistics representatives to discuss problems which cause delays in processing invoices for payment. It was agreed that the Office of Logistics will make greater use on a selective basis of the "quick pay" clause of contracts and in appropriate cases provide the Office of Finance with receiving reports prior to test and inspection. It was also agreed that brief working level meetings will be scheduled on a weekly basis so that the C&L Division and OL's Procurement Division, Supply Division and Depot officials can surface and resolve any problems of the moment.

[]
ever, we are responding as the answers are available with minimal effort on our part. A formal reply will be made within the next week.

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punching directly from a Xerox copy of the VIP Accountants Summary sheets for partial withdrawals, full withdrawals, transfers between funds, and preliminary listing errors. This arrangement eliminates a separate sheet of paper for each transaction and the time required to transcribe data from the summary sheets to the individual sheets.

g. Training. Messrs. [] are attending a 2-1/2 day seminar in New York sponsored by the American Management Association on the planning and implementation of key to disk conversions. These are the two individuals in the Office of Finance who are directly responsible for operations which will be affected by OJCS plans for early conversion to this mode of input.

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2. Significant activities for the next week include the following:

a. 1974 Federal Salary Increase. We will prepare for coordination and publication the usual form of Headquarters [] notices announcing the beginning pay dates for the new salary increases which will become effective 13 October 1974. The notices will also advise of actions required to make such salary increases available to certain contract personnel.

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- 2 -

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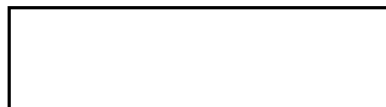
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b. Training. Mr. Yale will make opening remarks to the students attending the Survey of Financial Management course which is the first of a series of four courses to be offered at various times during the September-December 1974 period for the purpose of enhancing general understanding and comprehension of Agency accounting and reporting procedures and budget formulation and execution. Mr. Yale will also address the group later in the week on the subject, "Accounting for Resources Use".

c. Retroactive Pay. Compensation and Tax Division representatives will meet with Office of Personnel representatives to firm up plans for mailing address confirmation requests to non-CIARDS former Agency employees entitled to retroactive pay during the period October 1972 - January 1973. The preparation and mailing of checks for these employees will be accomplished as rapidly as confirmed addresses are received.



Thomas B. Yale
Director of Finance

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- 3 -

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